

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

DEPARTMENT OF HOMELAND SECURITY
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Merchant Mariner Medical Advisory Committee
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
As provided for in Title 46, United States Code, Section 7115, as amended by section 210 of the Coast Guard Authorization Act of 2010, (Public Law 111-281), the Secretary of the Department of Homeland Security has established the Merchant Mariner Medical Advisory Committee. This Committee will operate under the provisions of the Federal Advisory Committee Act (Title 5, United States Code, Appendix)..
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
Merchant Mariner Medical Advisory Committee shall advise the Secretary on matters related to: (a) medical certification determinations for issuance of licenses, certificates of registry, and merchant mariners' documents; (b) medical standards and guidelines for the physical qualifications of operators of commercial vessels; (c) medical examiner education; and (d) medical research.
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
The Committee consists of 14 members, none of whom is a federal employee, and shall include 10 who are health-care professionals with particular expertise, knowledge, or experience regarding the medical examinations of merchant mariners or occupational medicine and four who are professional mariners with knowledge and experience in marine occupational requirements. Members shall be considered Special Government Employees, as defined in section 202(a) of Title 18, United States Code, and shall be subject to any administrative standards of conduct applicable to the employees of the department in which the United States Coast Guard is operating.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

Key factors in selecting the health-care professionals not incorporated in the charter are:

- * Medical experience conducting medical exams for other transportation authorities e.g. Federal Aviation Authority , Federal Motor Carrier Safety Administration)**
- * Additional Medical expertise e.g. Cardiology, Sleep, Audiology**
- * Holder of a Merchant Mariner Credential/License**
- * Geographic Diversity**

Key factors in selecting the professional members not incorporated in the charter are:

- * Mariner Credential Diversity to ensure as broad a range of U.S. merchant mariners**
- * Geographic Diversity**

To ensure that the recommendations of the Committee take into account the needs of diverse groups served by the Department of Homeland Security, membership will also consider, to the extent practicable, individuals and/or organizations to represent minorities, women, and persons with disabilities.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The Designated Federal Officer will solicit candidates by: (1) publishing a Notice announcing Committee vacancies in the Federal Register; (2) asking current members to solicit applicants from their industry contacts; (3) announcing vacancies at regularly scheduled meetings which are open to the public; and (4) asking maritime journals to announce vacancies.

The Designated Federal Officer will develop a candidate list that will be evaluated by the Director of Commercial Regulations and Standards (CG-5PS) for relevant technical expertise/experience and the Office of General Counsel (for balance).

Formal letters of appointment to serve on the Committee will be extended by the Secretary of Department of Homeland Security. If any member vacancies occur during the term of the member, the Designated Federal Officer will review the current candidate list, identify the best qualified candidate to replace the lost point of view, and initiate the review process as described above.

Each member shall be appointed for a term of five years, and approximately one-third of the members terms of office expire each year. No member can serve more than two consecutive terms unless the Secretary of the Department of Homeland Security waives the term limit for that specific member. A member appointed to fill an unexpired term that is vacated serves a full term of office. In the event the Merchant Mariner Medical Advisory Committee terminates, all appointments to the Committee terminate.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The Designated Federal Officer may designate members from either the Committee or the public to serve on subcommittees or working groups. The subcommittee or working group chair shall be a Committee member. The process for determining subcommittee balance is the same as is the process for determining balance for the full committee (in paragraphs (4) and (5) above).

(8) OTHER

Provide any additional information that supports the balance of the FAC

In addition to balance factors described in Section 5, policies on gender and ethnic non-discrimination are addressed when new members are solicited through Federal Register Notice. Qualified men and women and members of all racial and ethnic groups are fully encouraged to apply. Diversity is valued and the different backgrounds, characteristics, and attributes of persons who may be recommended and selected to serve on the Committee will enhance and contribute to the effective functioning and mission of the Committee.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Prepared on June 1st, 2011.

Updated on November 14, 2013.

Updated June 14, 2016.

Updated November 15, 2016.